

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Approval to Incur Expenses

FROM:

Director of Security
4E-60 Headquarters

EXTENSION

NO.

83-1317

DATE

19 MAY 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA
7D-24 Headquarters

2.

3.

4.

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12.

13.

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15.

Please return to the DDA
Registry when signed.
Thanks,

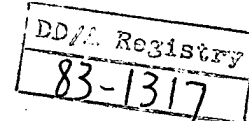
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CONFIDENTIAL

19 MAY 1983



MEMORANDUM FOR: Executive Director

VIA: Acting Deputy Director for Administration
Administrative Officer, DCIFROM:
Director of SecuritySUBJECT: Request for Approval to Incur Expenses
1. Approval is requested to incur expenses allowed under

2. I believe the expenditure of appropriated funds is authorized under for the costs for coffee, donuts, and a reception in the Executive Dining Room associated with a planned Industrial Security Seminar scheduled to take place on 2 and 3 June 1983. This seminar is being sponsored in an effort to enhance the implementation of DCI security policy at major Agency contracting facilities. Participants in the seminar are limited to selected principal corporate security managers employed by these contractors.

3. Designated corporate security managers present and their company affiliation will be:

INDIVIDUALCOMPANY

OS 3 1267

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